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**PERMIT ATTACHMENT 6
RECORDKEEPING AND REPORTS**

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PERMIT ATTACHMENT 6 RECORDKEEPING AND REPORTS

Recordkeeping and Reports

Permit Condition	Records and/or Reports	Submittal			Hanford Facility Operating Record (HFOR) ¹	
		Verbal ²	Letter	Certified	General File	Unit Specific File
PART I STANDARD PERMIT CONDITIONS						
I.C.3 ³	Class 1 modification		X		X	X
	Class 2 modification		X		X	X
	Class 3 modification			X ⁴	X	X
I.E.5	Duty to Provide Information		X		X	X
I.E.7	Anticipated Noncompliance	X			X	X
I.E.8	Reporting Planned Changes	X			X	X
I.E.8.a.i	Certification of construction or modification			X ⁵		X
I.E.9	Other Information	X ⁶	X ⁶	X ⁶	X	X
I.F.1.c	Use of other testing methods	X	X	X		X
I.F.2	Monitoring Records					X
I.F.3	Monitoring Reports		X			X
I.F.4	Compliance Schedules		X			X
I.F.5	Immediate Reporting	X	X		X	X
I.F.6I.J.2 II.I.1 II.I.5.a	Emergency (15-Day) Reporting		X		X	X
I.F.7	Other Non-compliance Report		X		X	X
I.F.8.a II.M.1.a	Manifest Discrepancy Report		X			X
I.F.9 I.J.3	Un-manifested Waste Report			X		X
I.J.1.a	Annual Reports			X	X	
I.J.2	Additional Reports (WAC 173-303-390(3))		X		X	X
I.M.1.a	Permit, all Attachments, Addenda and Appendices				X	
I.M.1.b	Operating Record				X	X
I.M.4	Maintain Information Repository (TPA Administrative Record)				X	

¹ Document in HFOR in accordance with the periods noted in the specified Permit condition, where both "General File" and "Unit Specific File" are checked, the appropriate location is chosen based on the type of report or record; place in the General File when the report is site wide.

² Verbal reporting in accordance with time frames noted in the specified Permit condition

³ Other permit conditions specifying records or reports maintained via permit modification are not repeated in this table

⁴ Certified by Permittees in accordance with [WAC 173-303-810\(12\)](#)

⁵ Certified by a registered professional engineer in accordance with [WAC 173-303-810\(14\)\(a\)\(i\)](#)

⁶ This information is submitted in the same manner as the original information would have been submitted (i.e. verbal, letter, or certified transmittal).

Permit Condition	Records and/or Reports	Submittal			Hanford Facility Operating Record (HFOR) ¹	
		Verbal ²	Letter	Certified	General File	Unit Specific File
PART II GENERAL FACILITY PERMIT CONDITIONS						
II.C.2	Updated individual training information					X
II.C.4	Introductory and continuing training requirements documentation					X
II.C.5	Personnel Training Records					X
II.E.1.a	Immediate Notification - Releases	X				X
II.I.2	Operating Record				X	X
II.I.3	Historic Operating Record				X	X
II.I.5.b	Summaries of corrective action records					X
II.I.5.c	Dangerous Waste Documentation					X
II.I.5.d	Preparedness and prevention				X ⁷	
II.B.2						
II.J.3	Notice of closure		X			X
II.J.4	Closure and Post-Closure certification			X ⁸		X
II.K.2	Substitution of equivalent materials					X
	Copies of Notices to Generators per WAC 173-303-290					X
II.M.1.a						
II.M.1.a	Notice of Receipt of Waste from outside U.S.		X			X
II.N.2	Manifests received from off-site					X
II.N.3	Manifests for waste sent off-site					X
II.O	Annual Land Disposal Restrictions Report/Records		X		X	
II.T.1	Annual certification of waste minimization				X	
II.U.1.c	Pipeline maps and attachments		X		X	
II.U.2						
II.X.1	Inspection requirements & schedule				X	X
II.I.1	Inspection log or summary					X
II.X.2						
II.Y.2.a.iii	Corrective Action Plan		X			X
II.Y.2.a.iv	Records for CERCLA Past Practice Units					X
II.Y.2.b.ii	Records for RCRA Past Practice Units					X
II.Y.3.d	Newly-Identified SWMU/AOC (annual report)		X		X	
II.Y.3.d	Newly-Identified SWMU/AOC (5-day report)	X				X

⁷ Documented in Permit Attachment 4, *Hanford Emergency Management Plan*, Table 3-1

⁸ Certified by a registered professional engineer in accordance with [WAC 173-303-610\(6\)](#) [Closure] or [WAC 173-303-610\(11\)](#) [Post Closure]

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